GENERAL PURPOSE

Under direction of the Parks and Public Works Director, the Shop Foreman services and performs mechanical repairs on motor vehicles and other medium and light duty equipment, keeps maintenance records; and is responsible for all building maintenance.

DISTINGUISHING CHARACTERISTICS

The Shop Foreman functions under the direction of the Park and Public Works Director and exercises functional and technical supervision over subordinate staff.

ESSENTIAL FUNCTIONS

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Performs general mechanical overhaul and repair work on machinery and light and medium motorized vehicles such as three wheel motor scooters, passenger automobiles, trucks, police vehicles and miscellaneous equipment.

Inspects, adjusts, and replaces units and related parts as required; diagnoses faulty operations of mechanical equipment to determine location and nature of trouble; prepares and maintains preventive and regular maintenance records, reports of materials, parts and work performed.

Orders supplies and materials and estimates job costs; welds and fabricates parts as necessary; operates equipment as necessary.

Assists in the supervision, training and evaluation of subordinates; assists in the development of safety rules and procedures and ensures adherence to proper safety precautions.

Perform related duties as assigned.

QUALIFICATIONS

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential job duties of the position is qualifying.
Knowledge, Skills and Abilities:

Knowledge of Tools, equipment and procedures used in overhaul, repair and adjustment of motor equipment; fuel, ignition, electrical and cooling systems and their repair and adjustment.

Principles and methods used in a program of preventative maintenance; procedures for purchasing materials, tools, and mechanical supplies and equipment; and issuing bid requests.

Record keeping and reporting requirements; and safe work practices.

Principles of supervision, training and performance evaluation; safe work practices.

Skills/Abilities
Make mechanical repairs to a variety of motorized equipment; prepare and maintain preventive and regular maintenance schedules; operate and understand the performance standards of the equipment worked on.

Perform heavy manual labor; identify safety hazards in equipment under maintenance; instruct others in the safe and efficient use of tools and equipment; observe safety rules and regulations.

Instruct others in the safe and efficient use of tools and equipment; communicate clearly and concisely, orally and in writing; understand and carry out oral and written instructions.

Communicate clearly and concisely, orally and in writing; understand and carry out oral and written instructions.

Supervise, train and evaluate subordinates.

Establish and maintain effective working relationships with other employees, property owners, members of the public, and with those contacted in the course of the work.

Education and Experience:
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education
Graduation from high school (or substitution of G.E.D. or California Proficiency Certification).

Experience
Three (3) years of skilled mechanical experience in the overall repair of automotive and medium and light power driven equipment; and one (1) year of supervisory experience.

Licenses/Certificates
Possession of a valid California Class C driver’s license.

Physical Demands and Work Environment

Physical demands
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. Employee is frequently required to sit, stand, walk, crawl, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. Employee must occasionally lift and/or move up to 85 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is regularly required to talk or listen, in person and by telephone. Operate light and heavy motorized equipment, and/or automobiles or trucks while performing the duties of this position. Intermittently, twist to reach equipment; perform maintenance to and construction of streets, curbs, gutters and other infrastructure; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means.

Work environment
Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee generally works 5% indoors and 95% outdoors. The work environment indoors is usually in a temperature-controlled office. While performing the duties of this job outdoors, the employee occasionally works in varying weather conditions and is exposed to heavy equipment and hazardous materials such as oil products that may cause injury or illness if not used correctly. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction and heavy motorized equipment.

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